



LISA M. GARRETT
DIRECTOR OF PERSONNEL

COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2211 FAX (213) 637-0820

May 14, 2014

To: Sachi A. Hamai, Executive Officer
Board of Supervisors

From: Lisa M. Garrett
Director of Personnel

Subject: **REVIEW OF BOARD POLICY NO. 9.010**

In response to a request from your office, attached is the completed sunset review recommendation for Board Policy 9.010 – *Equal Employment Opportunity Non-Discrimination Policy Statement and Poster*.

After consultation with the Chief Executive Office, County Counsel, and the Acting Executive Director of the County Equity Oversight Panel, the Department of Human Resources (DHR) recommends changes to the policy sections below as shown on Attachments I and II. Attachments III and IV denote a new, additional document and updates to the policy hyperlinks, respectively.

PURPOSE

- Add all protected categories as delineated in County Code Chapter 5.08 – *Equal Employment Opportunity Program*, and Chapter 5.09 – *Policy of Equity*, and add “any other category protected by State or federal employment law.”

REFERENCE

- Revise title of August 2, 1994 linked document by replacing “ADA” with “and”
 - For consistency with other hyperlink formatting in this policy, remove hyperlink from “August 2, 1994” and hyperlink the document title instead, “Board Policy – Equal Employment Opportunity and Non-Discrimination” – no change to the URL (Uniform Resource Locator or World Wide Web address)
- Revise title of “Los Angeles County Code Chapter 5.08 Equal Employment” to “Los Angeles County Code, Chapter 5.08 – Equal Employment Equal Employment Opportunity Program”
 - Replace hyperlink URL as delineated in Attachment IV, No. 4

- Add reference to “Los Angeles County Code, Chapter 5.09 – Policy of Equity” directly following the reference to Chapter 5.08
 - Add hyperlink URL as delineated in Attachment IV, No. 5
- Revise title of hyperlink, “Civil Rights Act of 1964 as amended 1991 (42 USC 2000 et seq.)” to “Civil Rights Act of 1964, as amended”
 - Replace hyperlink URL as delineated in Attachment IV, No 6
- Revise title of hyperlink, “Americans with Disabilities Act of 1990 (42 USC 12101 Title II et seq.)” to “Americans with Disabilities Act of 1990”
 - Replace hyperlink URL as delineated in Attachment IV, No. 7
- Add reference to revised policy documents titled, “May 14, 2014 Revised Non-Discrimination Policy Statement and Poster”
 - Audit Committee or designee to upload PDF file (Attachment III) to the Board file server, then add hyperlink URL

RESPONSIBLE DEPARTMENT

- Replace “Office of Affirmative Action Compliance” with “Department of Human Resources”

In addition, DHR recommends adding the following documents for the Equal Employment Opportunity Non-Discrimination Policy Statement and Employee Non-Discrimination Resource Poster (Attachment III):

- Revised Equal Employment Opportunity Non-Discrimination Policy Statement
- Revised Employee Non-Discrimination Resource Poster

Should you have any questions, please contact me at (213) 974-2406 or Epifanio Peinado, Assistant Director of my staff, at (213) 974-2449.

LMG:EP
JAWT:HL:bc

Attachments (4)

BOS 9.010 LMG Memo to BOS.docx



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Attachment I

Policy #:	Title:	Effective Date:
9.010	Equal Employment Opportunity Non-Discrimination Policy Statement And Poster	06/28/94

(See also [3.060](#))

PURPOSE

Clearly and concisely communicates to all County employees and the community the Board's commitment to equal employment opportunity and non-discrimination in the County workforce for all qualified persons, regardless of sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, medical condition, or any other category protected by State or federal employment law.

REFERENCE

June 21, 1994 Board Order, [Synopsis 12](#)

June 28, 1994 Board Order (Re-adopted) [Synopsis 109](#)

August 2, 1994 Office of Affirmative Action Compliance memo, "[Board Policy – Equal Employment Opportunity and Non-Discrimination](#)"

Los Angeles County Code, [Chapter 5.08 – Equal Employment Opportunity Program](#)

Los Angeles County Code, [Chapter 5.09 – Policy of Equity](#)

[Civil Rights Act of 1964, as amended](#)

[Americans with Disabilities Act of 1990](#)

May 14, 2014 Revised [Non-Discrimination Policy Statement and Poster](#)

POLICY

It is the policy of the County of Los Angeles to post a document in all departmental offices which consists of a policy statement and poster and that declares the Board's intention to

hold all County employees responsible for creating a non-discriminatory work environment. Our commitment includes ensuring a non-discriminatory workplace where individuals are valued for their differences, as well as their similarities. Every Los Angeles County employee, and every person engaged in business with Los Angeles County, has an ongoing responsibility to create a non-discriminatory work environment through their personal conduct. The Board of Supervisors expects each department head, manager, and supervisor to ensure compliance with this policy.

RESPONSIBLE DEPARTMENT

Department of Human Resources

DATE ISSUED/SUNSET DATE

Issue Date: June 21, 1994
(Modified to vote - became unanimous -
(6/28/94)

Review Date: November 16, 2006

Review Date: June 17, 2010

Review Date: May 14, 2014

Sunset Date: June 21, 2003

Sunset Review Date: June 30, 2010

Sunset Review Date: June 30, 2014

Sunset Review Date: June 30, 2018



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Attachment II

Policy #:	Title:	Effective Date:
9.010	Equal Employment Opportunity Non-Discrimination Policy Statement And Poster	06/28/94

(See also [3.060](#))

PURPOSE

Clearly and concisely communicates to all County employees and the community the Board's commitment to equal employment opportunity and non-discrimination in the County work-force for all qualified persons, regardless of sex, race, color, ancestry, religion, sex, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, medical condition, or disability any other category protected by State or federal employment law.

REFERENCE

June 21, 1994 Board Order, [Synopsis 12](#)

June 28, 1994 Board Order (Re-adopted) [Synopsis 109](#)

~~August 2, 1994~~ [August 2, 1994](#) Office of Affirmative Action Compliance memo, "[Board Policy – Equal Employment Opportunity and ADA Non-Discrimination](#)"

Los Angeles County Code, [Chapter 5.08 – Equal Employment Opportunity Program](#)

[Los Angeles County Code, Chapter 5.09 – Policy of Equity](#)

[Civil Rights Act of 1964, as amended 1991 \(42 USC 2000 et seq.\)](#)

[Americans with Disabilities Act of 1990 \(42 USC 12101 Title II et seq.\)](#)

[May 14, 2014 Revised Non-Discrimination Policy Statement and Poster](#)

POLICY

It is the policy of the County of Los Angeles to post a document in all departmental offices which consists of a policy statement and poster and that declares the Board's intention to hold all County employees responsible for creating a non-discriminatory work environment. Our commitment includes ensuring a non-discriminatory workplace where individuals are valued for their differences, as well as their similarities. Every Los Angeles County employee, and ~~allevery~~ persons engaged in business with Los

Angeles County, ~~have~~has an ongoing responsibility to create a non-discriminatory work environment, through their personal conduct. The Board of Supervisors expects each department head, manager, and supervisor to ensure compliance with this policy.

RESPONSIBLE DEPARTMENT

~~Office of Affirmative Action Compliance~~
Department of Human Resources

DATE ISSUED/SUNSET DATE

Issue Date: June 21, 1994
(Modified to vote - became unanimous -
(6/28/94)

Sunset Date: June 21, 2003

Review Date: November 16, 2006

Sunset Review Date: June 30, 2010

Review Date: June 17, 2010

Sunset Review Date: June 30, 2014

Review Date: ~~April 16~~May 14, 2014
2018

Sunset Review Date: June 30,



COUNTY OF LOS ANGELES

BOARD OF SUPERVISORS

EQUAL EMPLOYMENT OPPORTUNITY NON-DISCRIMINATION POLICY

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, medical condition, or any other category protected by State or federal employment law. Our commitment includes ensuring a non-discriminatory workplace where individuals are valued for their differences, as well as their similarities.

Every County employee, and every person engaged in business with the County, has an ongoing responsibility to create a non-discriminatory work environment through their personal conduct.

Responsibility for the implementation of the County of Los Angeles Equal Employment Opportunity Non-Discrimination rests with the Director of Personnel. However, all department heads are responsible for carrying out this policy within their department. The Board of Supervisors expects each department head, manager, and supervisor to ensure compliance with this policy.



COUNTY OF LOS ANGELES EMPLOYEES

• DISCRIMINATION and/or HARASSMENT

- based on sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, medical condition, or any other category protected by State or federal employment law

• RETALIATION

- based on a “protected activity,” such as filing a complaint, participating in an investigation or administrative proceeding, or opposing an unlawful employment action

are
ILLEGAL

Every County employee, and every person engaged in business with the County, has an ongoing responsibility to create a non-discriminatory work environment. If you have a problem in any of the areas listed above, do the following:

1. Contact any manager or supervisor; or
2. Contact the **County Intake Specialist Unit** at (213) 974-9868 or (855) 999-CEOP (2367)
Website: <https://ceop.bos.lacounty.gov>
Location: Hall of Administration, 500 West Temple Street, Suite B-26, Los Angeles, CA 90012; or
3. Contact the **California Department of Fair Employment and Housing (DFEH)** at (800) 884-1684
Website: www.dfeh.ca.gov; or

Contact the **U.S. Equal Employment Opportunity Commission (EEOC)** at (800) 669-4000 or (213) 894-1000
Website: www.eeoc.gov

For additional information, contact your department's Equal Employment Opportunity Coordinator:

Name

Telephone

Board Policy 9.010

List of hyperlink URLs:

1. June 21, 1994 Board Order, Synopsis 12:
 - <http://countypolicy.co.la.ca.us/9010-12.pdf>
2. June 28, 1994 Board Order (Re-adopted) Synopsis 109:
 - <http://countypolicy.co.la.ca.us/9010-109.pdf>
3. August 2, 1994 Office of Affirmative Action Compliance memo, "Board Policy – Equal Employment Opportunity and Non-Discrimination":
 - <http://countypolicy.co.la.ca.us/9010M.pdf>
4. Los Angeles County Code, Chapter 5.08 Equal Employment Opportunity Program (revised):
 - https://library.municode.com/HTML/16274/level2/TIT5PE_CH5.08EQEMOPPR.html
5. Los Angeles County Code, Chapter 5.09 Policy of Equity (new):
 - http://library.municode.com/HTML/16274/level2/TIT5PE_CH5.09POEQ.html
6. Civil Rights Act of 1964, as amended (revised):
 - <http://www.eeoc.gov/laws/statutes/titlevii.cfm>
7. Americans with Disabilities Act of 1990 (revised):
 - <http://www.ada.gov/pubs/adastatute08.htm#12101>
8. May 14, 2014 Revision to Non-Discrimination Policy Statement and Poster (new):
 - *Audit Committee or designee to upload PDF of revised policy statement and poster (Attachment III) to the Board file server, then URL to be added*